



**SCSSO Application Review Process:**

- Perform Background Check – Owner/Applicant
- Perform Background Check – Occupants
- Confirm Email Address and Signature of Applicant is Provided
- Transcribe Application Data into Parkview Rental License System
- Scan/Import Application to OnBase for Archival

**Planning Application Review Process:**

- Review / Confirm Lease Agreement
- Review / Confirm Compliance Checklist
- Review / Confirm Property Address
- Review / Confirm Complex Name
- Review / Confirm Property Building (# of)
- Review / Confirm Property Units (# of)
- Review / Confirm Type of Property

**Planning Finalize Payment and Complete Application Process:**

- Receipt Invoice / Payment
- Create Parkview Rental License and Notification Letter
- Update Parkview Rental License system with License Number
- Send Rental License and Notification Letter to Applicant